



# Duo

## Instruction Manual





## Specifications

|                                  | GBC Duo                    |
|----------------------------------|----------------------------|
| <b>Cutting Type</b>              | Confetti Cut               |
| <b>Shred Size</b>                | 4mm x 45mm                 |
| <b>Sheet Capacity (one pass)</b> | 10 sheets (80 gsm)         |
| <b>Entry Width</b>               | 220mm                      |
| <b>Product Dimensions</b>        | H370 x W340 x D230mm       |
| <b>Rated Voltage/Frequency</b>   | 230V~50Hz                  |
| <b>Rated Current</b>             | 1.4 amps                   |
| <b>Bin Capacity</b>              | 17 litres                  |
| <b>Duty Cycle</b>                | 2 mins ON / 45 minutes OFF |

Please read this instruction leaflet carefully before use.

## Introduction

Thank you for choosing this shredder from GBC. We are sure it will serve you well, but please take a little time to read these instructions to ensure you get the best out of your machine.

## Safety First

- Please store this instruction manual in a safe place for future reference.
- Do not operate the shredder unless it is located on the waste bin provided.
- Please pay close attention to the safety symbols on the top of the shredder and operate the machine accordingly.
- If the shredder needs cleaning, unplug the unit from the power socket and use a damp cloth. NB. Do not use any cleaning products to clean the unit.
- Do not position the unit near to an object that radiates heat.
- Do not place the unit in a damp environment.
- Take care not to splash any liquid onto the machine.
- Return the product and proof of purchase with receipt to the store at which it was purchased if...
  - The power cable or plug is broken.
  - The shredder doesn't operate despite following the guidelines in the manual.
- Make sure the power cable isn't a trip hazard.
- Please ensure the power supply is compatible with the requirements of the machine (230V~50Hz).
- To avoid risk of injury, don't open the machine's casing to attempt DIY repair. Any attempted repair by an unqualified person will invalidate the warranty.

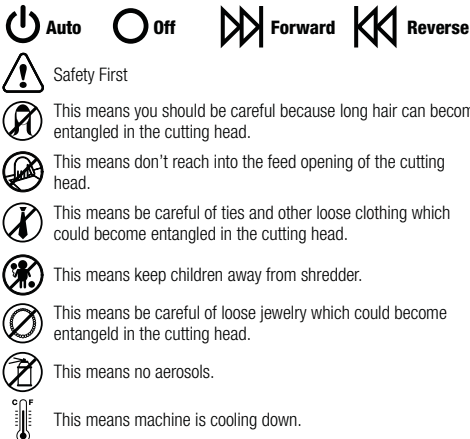
## Lights and Icons Explained

|                     | LEDs              |                  |
|---------------------|-------------------|------------------|
|                     | 1                 | 2                |
|                     | Power On<br>Green | Cool Down<br>Red |
| Colour of LED       |                   |                  |
| Power Off Position  |                   |                  |
| Auto Mode           | light             |                  |
| Forward Mode        | light             |                  |
| Reverse Mode        | light             |                  |
| Cool Down Indicator |                   | light            |

## Description of product parts

- A** Important Safety Symbols
- B** Paper & Credit Card slot
- C** CD entry slot
- D** Power cable
- E** Bin
- F** Slide switch
- G** CD Bin

## Shredder Control Panel



## Preparation before use

How to use the shredder correctly:

- Take care not to insert fingers, ties or other objects into the entry slot of the shredder.
- We recommend to remove staples and paperclips, avoid laminating materials, plastic bags etc. from being passed through the shredder. This will prevent damage to the cutters.
- Do not shred wet paper as it can tangle in the cutters.
- Do not shred more than 10 pieces of paper in one pass.
- Do not shred continuously for more than 2 minutes at a time. Running the unit for too long may make the motor overheat. If the motor overheats, allow it to cool down for at least 45 minutes before resuming use.
- Do not use the reverse (K) function if it's not necessary. Over use of the reverse (K) function can result in shredded paper becoming jammed in the entry slot, which will adversely affect the performance of the shredder.
- Unplug the product before moving or emptying the shredder basket.

## Operation

- 1 Insert plug (D) into the AC power socket.
- 2 Slide the switch (F) to the AUTO position (⏻)
- 3 Place the paper or credit card into the centre of entry slot (B), place CD into the centre of entry slot (C) - shredding will start automatically.
- 4 Paper smaller than A4 in width should be placed in the middle of the entry slot (B) to ensure the shredder works automatically.
- 5 The cutters will stop rotating automatically after finishing shredding.
- 6 A separate CD tray is provided to collect the shredded CD shards. CD and credit card shards should be disposed of separately to paper.
- 7 Don't shred more than 10 sheets of paper at a time. Do not attempt to shred more than one credit card or CD at a time.
- 8 If too many sheets are inserted at a time, the shredder can become jammed. If the shredder becomes jammed, switch the button to reverse (K) position to clear the jam by reversing the paper. If the paper has become so entangled in the cutter that it can't be reversed, turn off the power and pull out the paper by hand. Restart with fewer sheets and feed the nonshredded end of the paper in first.



**CAUTION: Don't let the machine operate continuously for more than 2 minutes. When the motor has overheated, the thermal safety switch will start working automatically. If the thermal switch trips, do not use the machine for about 45 minutes while the thermal sensitive safety switch cools down so the shredder can be safely used again.**

- 9 When not in use, slide the switch to the ○ (off position).
- 10 Empty the waste basket regularly to ensure the shredder exit does not become blocked with paper.

## Emptying the waste basket

Empty the shredder bin regularly. Over filling the bin will cause the shredder to stop operating.

- 1 Unplug the product and lift away the head.
- 2 Empty the shredder bin.
- 3 Locate the shredder onto the bin.



### CAUTION:

- **Never insert fingers into the entry slot of the shredder.**
- **Turn the power off immediately if your hair, tie or sleeve becomes entangled in the shredder.**
- **Empty the shredder bin when it is full otherwise the shredder's performance will be adversely affected. Operating the shredder with a full shredder bin can result in paper jamming in the cutters, which will increase the machine's noise level.**

## CD and Credit Card Shredding

- 1 A separate CD tray is provided to collect the shredded CD shards. Ensure that this is correctly mounted onto the bin before shredding CDs or credit cards. CD and credit card shards should be disposed of separately to paper.
- 2 Empty the CD tray after 8 credit cards or CD's to avoid waste spilling over into the paper waste bin. Remove the CD tray before recommencing to shred paper.
- 3 Credit cards should only be shredded through the centre of the main paper entry slot (not the CD slot). This is to ensure that the strip and the chip on the credit card are destroyed. GBC encourages customers to recycle shredded paper. Please note that shredded paper can not be recycled if mixed with credit card shards. If recycling, please separate shredded paper, credit cards and CDs.

## Lubrication of the shredder

Only use Rexel Oil Sheets (2101948 & 2101949) to lubricate. ACCO Brands accepts no liability for product performance or safety when other types or brands of lubricants are used on any part(s) of this machine.